

Secretary

Term: **2 YEARS**

Experience Requirements

- Knowledge of General Meeting proceedings, including recording of minutes
- Basic Computer Knowledge – Internet, MS Office
- BRDMHA Constitution, Bylaws

Responsibilities

1. Keep complete and accurate records of the proceedings of the association
2. Make all necessary arrangements for the meetings of the executive, and notify the executives and any others persons deemed necessary of the location, time, and date of meeting.
3. Supply all executive members of copy of the minutes of the previous meeting a minimum of 48 hours prior to the next regular meeting.
4. Forward all approved meeting minutes to the webmaster to be posted to the BRDMHA website.
5. Serve as a signing officer with the president in all of the associations legal matters
6. Present to the Executive at the February Regular meeting any proposed amendments to the Constitution brought forward throughout the year.
7. Be available for the Dispute Resolution Committee, as needed, specifically concerning instances that may require a revision or creation of policies.
8. Serve on the Election/Nomination Committee as Co-Chair or Chair.
9. Administer and process all Non Parental coaches Reimbursement payments
10. Pick up and process mail.
11. Work with Travel Director in coordinating and attending travel tryout.
12. Act as director at Large, and assist other directors with various other areas of the association when needed
13. Attend all monthly board meetings including Semi and or Annual general meeting as scheduled.
14. Position shall be a two year term elected in even number years.